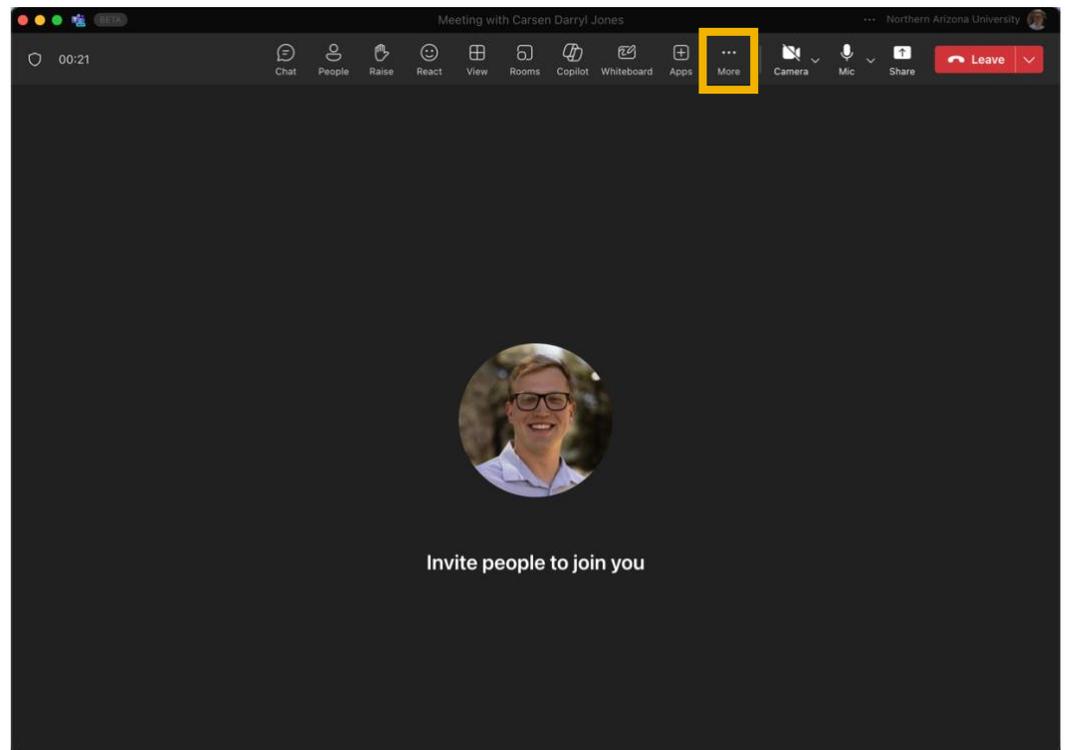
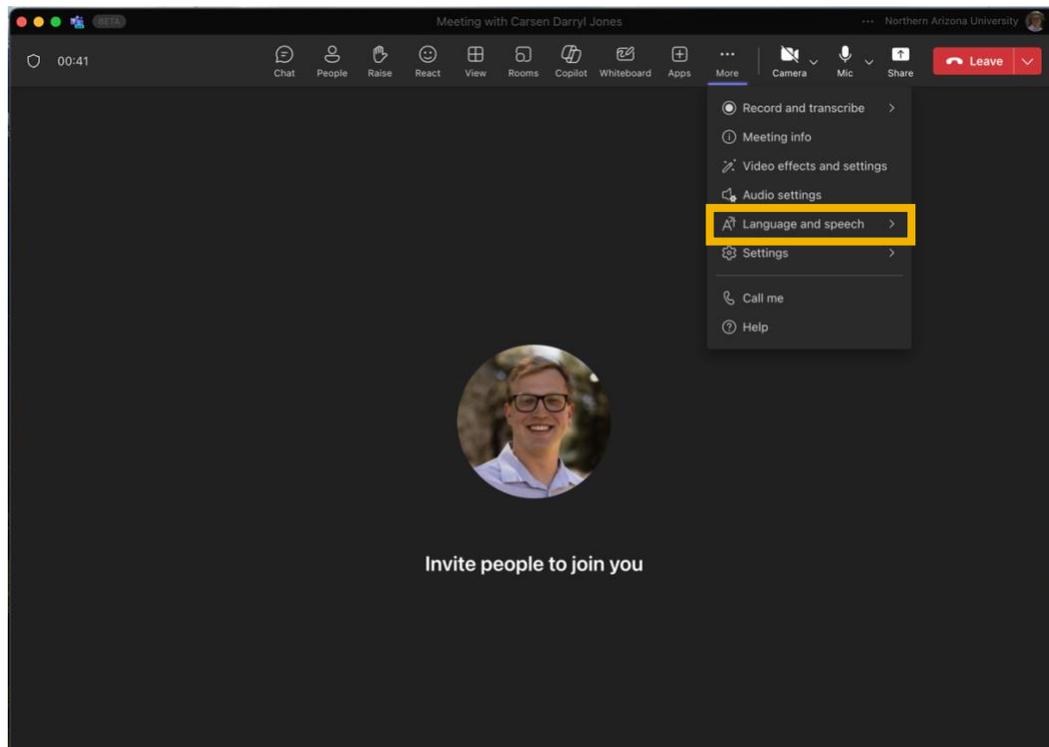


How to Turn on Live Captions in a Microsoft Teams Meeting

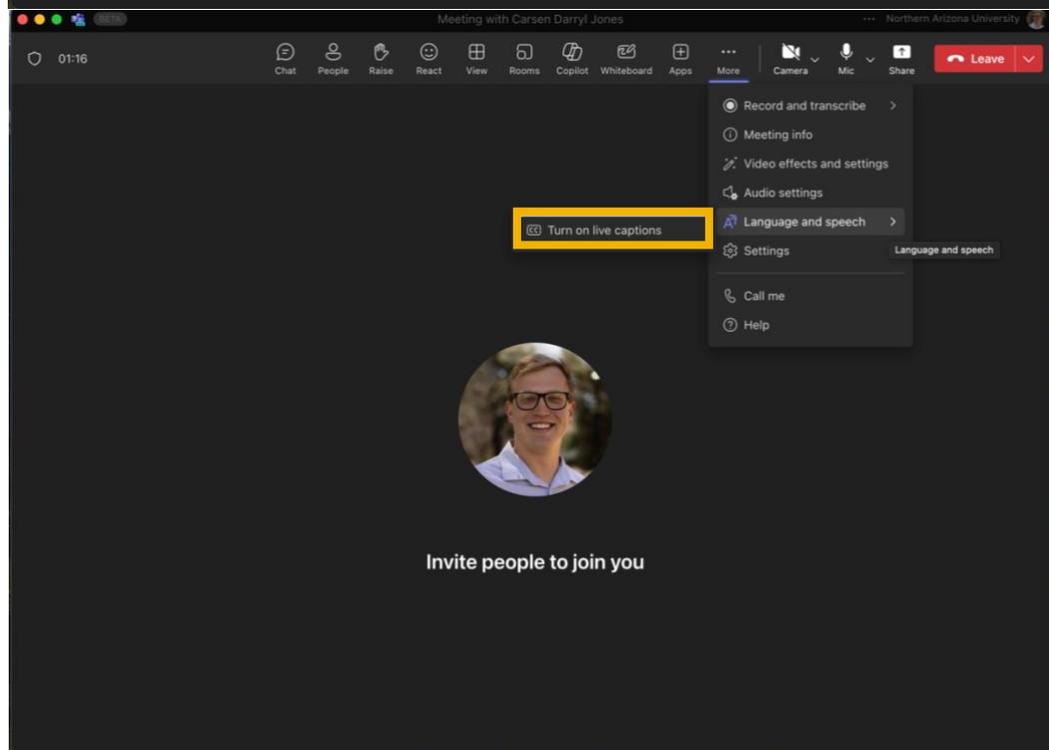
First, while in a Microsoft Teams Meeting, click on “More” button with the three dots, located at the top-right of the meeting window.



A dropdown menu will appear, hover over the “Language and speech” button.



Another menu will appear, click on the “Turn on live captions” button to enable live captions in your meeting.



Have questions? Call the Service Desk
928.523.3335 or open a Service Now ticket